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SECRET

10 September 1968

MEMORANDUM FOR: Chief, Document & Pictorial Services Division

SUBJECT : DIA Information Reports With Photo Enclosures

1. The attached flow chart incorporates a suggestion for streamlining the flow of DIA IR's with photo enclosures through the ISG System.

2. As you are aware, Photo Section has initiated several changes in handling of DIA IR's with the result that these reports are available to the ISG Area Divisions, one week earlier than previously.

3. The attached draft memo of suggestions to the ISG, is submitted for your consideration since any other changes in this flow are under jurisdiction of the ISG and can only be implemented internally within the ISG.

[redacted] 25X1

Chief, Photo Section

MORI/CDF Pages 1 thru 5.

DIA review completed.

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DRAFT DRAFT

TO: Chief, ISG

SUBJECT: DIA Information Reports With Photo Enclosures

1. As a result of a recent study of the procedures for handling DIA Information Reports with photo enclosures, it was felt that economies of time could be achieved with only slight modifications in the procedure.

2. It was noted that those DIA photographs which were accessioned by the ISG area divisions were placed on the CIA panel for one week prior to their return to the area division. It was felt that this was purely duplicative, since all such photographs had been on the DIA panel and were available for review and selection prior to being accessioned. The Photo Section no longer includes this photography on the CIA panel, this results in the delivery of this photography to the area divisions one week earlier than previously.

3. As a result of this study, it was also noted that the index record of such photography accessioned could be made available approximately two weeks earlier if the indexing were done at the time the caption report and the photo action slip were prepared.

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DRAFT

DRAFT

This modification of the ISG indexing procedure is suggested for your consideration and possible future implementation.

4. If you have any suggestions regarding further modifications of this or any other procedure to improve the effectiveness of handling photography, please contact me at your convenience.

25X1

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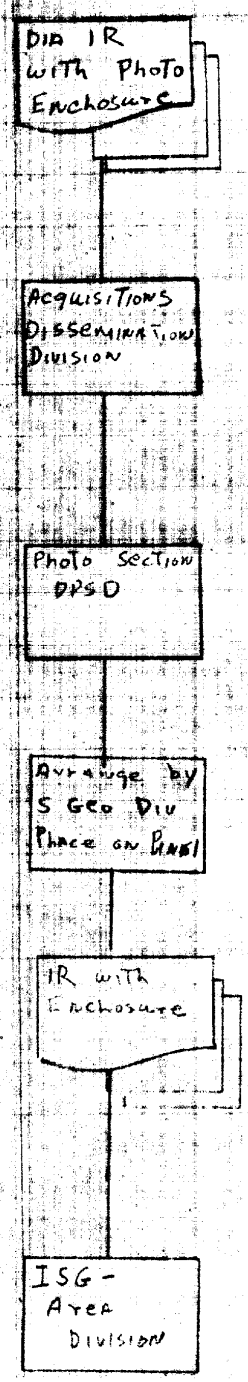
①

DIA INFO REPORTS WITH ENCHOSURES

Suggested Flow

Implemented Photo Section
May 68



Hold on Panel 1 week
Analysts Review, Select and Mark

1. P.S. will send all IR's to Ap[illegible] ISG Area Division for Review. ISG will notify Photo [illegible] of [illegible] Additional copies of ISG [illegible] within an already requested IR.

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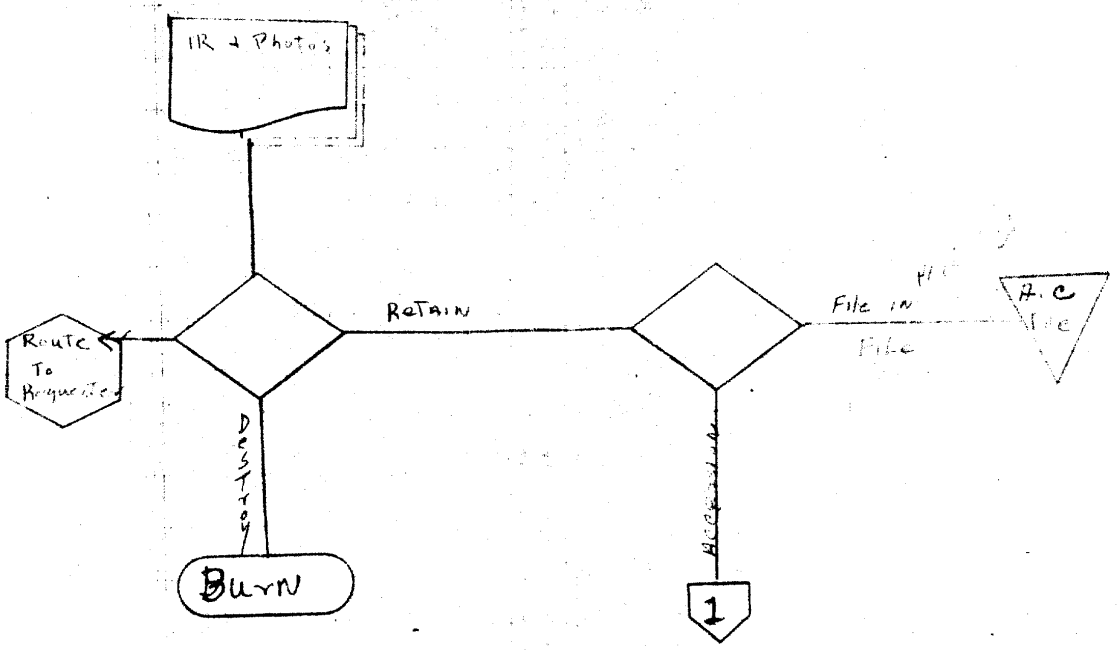
by A Non-ISG Component

2 IF IR IS NOT requested IT MAY be retained, Destroyed or Accessioned by ISG, without further action. IF IR IS of No interest but has been requested ISG will route to requester.

3. Photo Section will order Additional Copies of IR photos to fill request or for use of ISG, ~~whichever ISG Desires~~ upon receipt of request from ISG.



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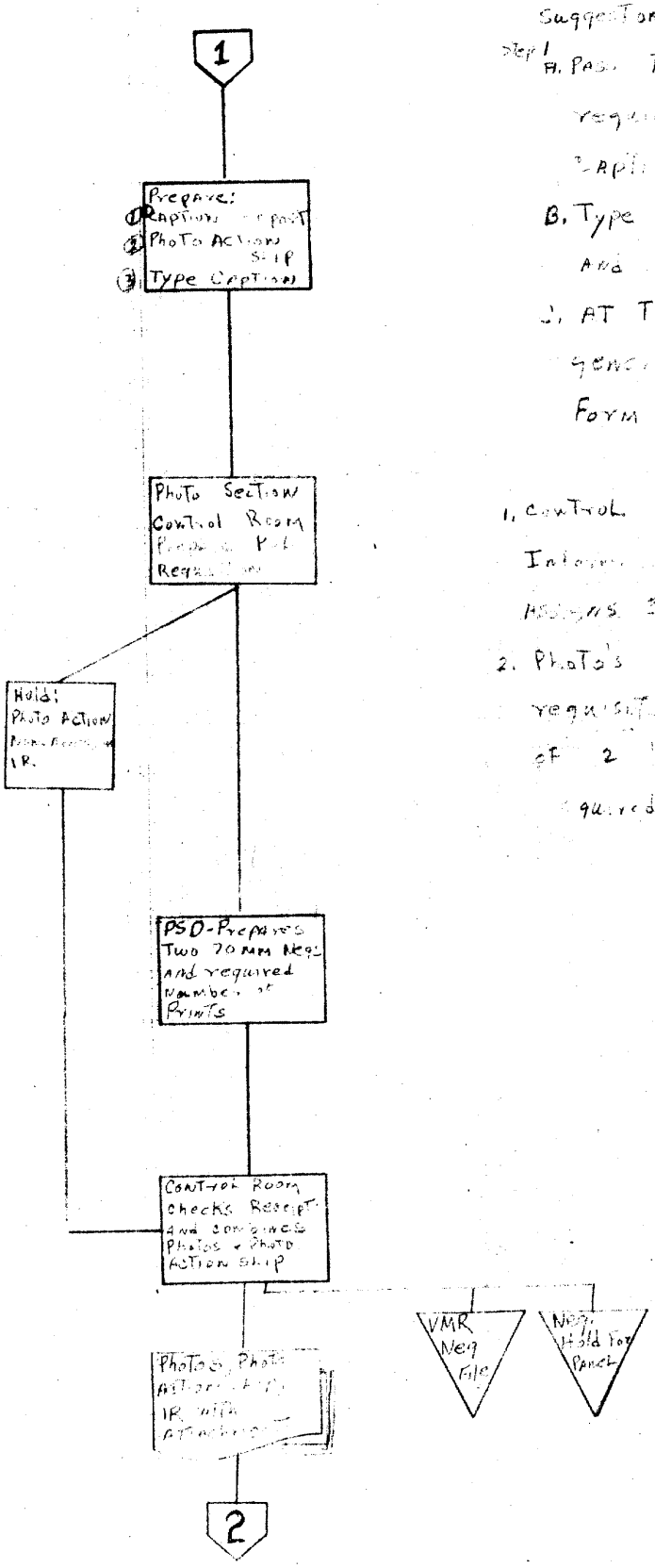

Suggestion:

Step 1 A. Pass To indexer To Enter required subject codes in Caption report Form.

B. Type caption with subject codes And Keyword description

C. AT Time of Typing caption generate computer input in Form of Mag Tape

1. Control separates [illegible] Information [illegible] Assigns [illegible] And Holds

2. Photo's with [illegible] and requisition [illegible] of 2 [illegible] and required number of [illegible]

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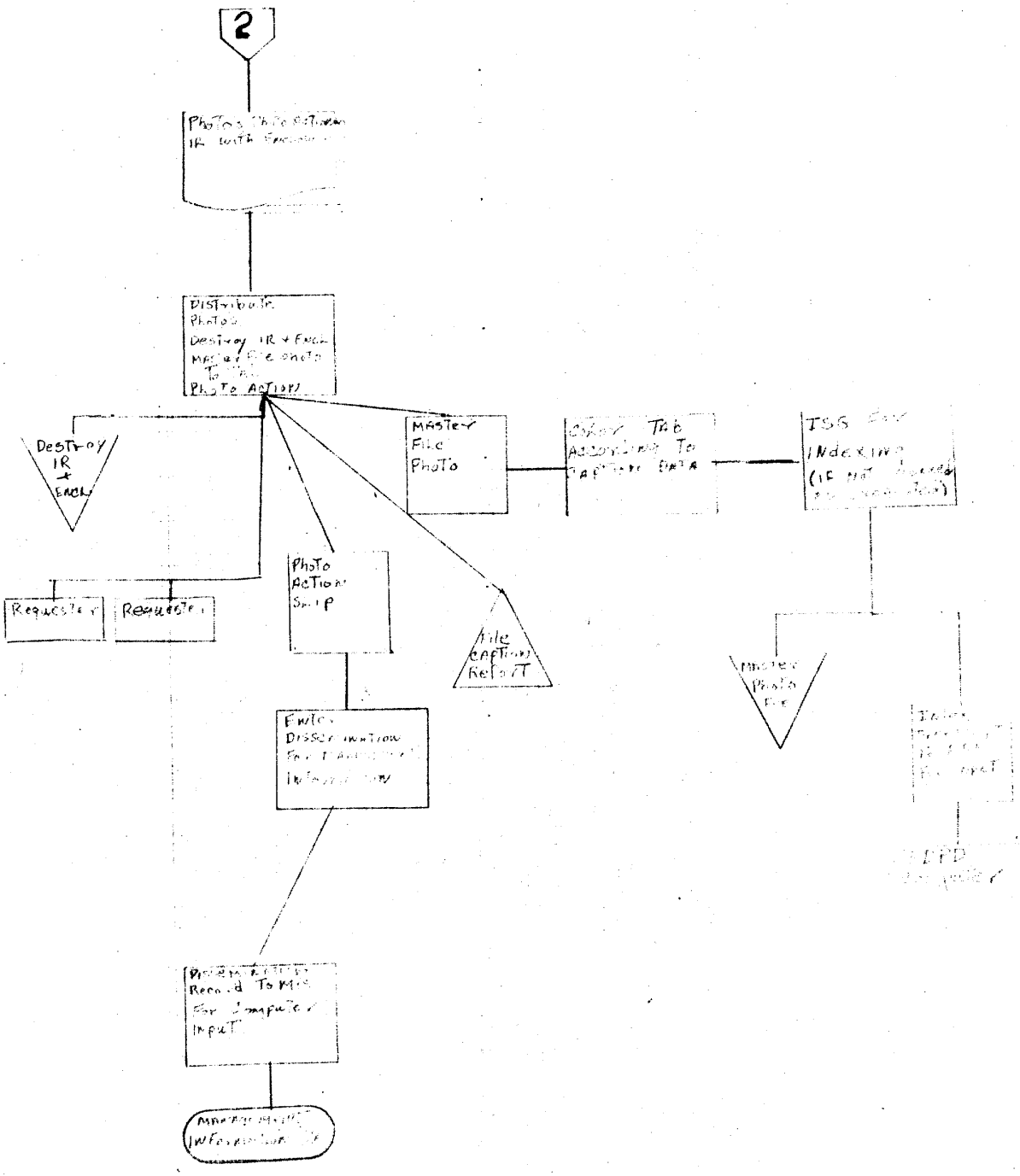

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